

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial\_\_\_\_\_ Technical\_\_\_\_\_ Analytical\_\_\_\_\_

Administrative \_\_X\_\_ Clerical/Support \_\_X\_\_ Other\_\_\_\_\_

**Level of Responsibility:** GS\_6-7\_\_\_\_\_ Pay Band \_\_\_\_\_ WG/WM \_\_\_\_\_

**Duration:** 3 months \_\_\_\_\_ 6 months\_\_x\_\_ Other\_\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter \_\_X\_\_ 2<sup>nd</sup> quarter\_\_X\_\_ 3<sup>rd</sup> quarter \_\_X\_\_ 4<sup>th</sup> quarter\_\_

**Title of Assignment:** Education/Outreach Administrative Assistant

**Assignment Objective:**

To provide administrative support to the expanding and changing NOAA Teacher at Sea and Education program of NOAA Marine and Aviation Operations (NMAO).

**Description of Tasks:**

Mailings of materials to educators, preparation for education conferences, organizing education materials and files, contacting educators about NOAA opportunities, researching educational opportunities for educators, assisting with University and school career days, preparation for Capitol Hill events and other education events, and other duties as assigned.

**Special Requirements and Selection Criteria:**

Interest in education, outreach, and communications.  
Familiarity with PowerPoint and Internet research is a plus.  
Works in Washington, D.C., commuting area.

**NOAA Line/Staff Office:** NOAA Marine and Aviation Operations

**Point of Contact:** Jennifer Hammond, NOAA Teacher at Sea and Education Program Manager

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